

INSTRUCTIONS FOR COMPLETING

APPLICATION FOR COVERAGE SAND AND GRAVEL GENERAL PERMIT (DO NOT USE FOR COVERAGE OF PORTABLE OPERATIONS)

Introduction:

The application for coverage is an official document committing the applicant to compliance with the requirements of the general permit. The application provides critical information to Ecology. The information on the application is used to make an initial determination of:

- ◆ Site activities,
- ◆ Monitoring requirements,
- ◆ Fees, and
- ◆ Eligibility for coverage under the general permit

The following instructions for completing the application for coverage under the sand and gravel general permit are provided to assist you in accurately completing the application. You are encouraged to read the instructions for each section on the application before you enter information. **Complete all portions of the application for coverage. Provide accurate and legible information (print in ink or type).**

The instructions are divided into four parts:

1. Line By Line Instructions
2. Public Notice Requirements
3. Fees
4. Where to Send Application

Line By Line Instructions:

SECTION I. - PERMITTEE

The Permittee is the entity that is applying for coverage under the sand and gravel general permit. The Permittee must have the legal authority to enter into this contract with Ecology and to assure that the site is managed according to the terms and conditions of the permit.

BUSINESS/COMPANY NAME: The legal name of the business/company that is applying for permit coverage.

PERSON NAME: The name of the person who has the legal authority to represent the business/company and commit to the terms and conditions of the permit.

SECTION II. - RESPONSIBLE PARTY MAILING AND CONTACT INFORMATION:

Ecology must have at least one complete address for mailing purposes. The “Primary Mailing Address” is the address that you want all official Ecology correspondence

mailed to. (Note: You may elect to send fee information to a different address.) Official correspondence includes any information about permit compliance or clarification. Official correspondence can have legal consequences and can require an action or response from the Permittee. It is important to provide address information that assures the right person will be notified. This address can be the “Owner”, the “Operator”, or “Other”.

Ecology must have a mailing address for the Owner or Operator of the site. If the primary mailing address is “Other”, then you must also include a mailing address for the owner or operator. If the owner and operator are not the same, it helpful to include an address for both parties.

NAME: The legal name of the owner/operator or person receiving the mail. This will typically be the company name as it appears on the business license.

MAILING ADDRESS: The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

CITY: Provide the city, state, and zip code information. Zip code should include the +4 designation.

CONTACT PERSON: Give the name and telephone number of the person who will serve as the primary contact person with Ecology. The contact person should be someone who is completely familiar with the facility and charged with overseeing compliance with permit requirements.

UBI NO: The Unified Business Identifier (also called Washington State Tax Identification Number, Labor and Industries Identification Number, or Licensing Number) is also necessary for the owner and may be applicable for the operator.

SECTION III. - BILLING ADDRESS AND CONTACT INFORMATION:

This is the mailing address where Ecology will send permit fee information. Permit fee information includes the annual fee invoice, notice of delinquency and notice of fee rule actions. Fill out this section even if it is the same as Section I.

BUSINESS/COMPANYNAME: The legal name of the business/company that is responsible for paying the permit fee.

MAILING ADDRESS: The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

CITY: Provide the city, state, and zip code information. Zip code should include the +4 designation.

CONTACT PERSON: Give the name and telephone number of the person who will serve as the contact person with Ecology for fee related questions.

SITE IDENTIFIER: The site identifier is not required information but if you want fee mailings from Ecology to reference an identifier that you use to track billings, enter that identifier here.

SECTION IV. - FACILITY/SITE LOCATION INFORMATION:

This section provides information about the physical location of the facility where permitted activity will take place. This is not for mailing purposes. The information will be used to locate the facility for data tracking purposes and for site visits.

BUSINESS/COMPANYNAME: The legal name of the business/company that operates the permitted site.

STREET ADDRESS: Provide the street address where the permitted facility is located. If no street address is available, provide appropriate location information, such as a highway or road designation.

CITY and COUNTY: The name of the city and county where the site is located. When located outside of city limits, provide the name of the city closest to the site.

CONTACT PERSON: Provide the name and telephone number of the person who will typically be at the site and would be the appropriate person to contact when Ecology conducts a site visit.

LEGAL DESCRIPTION: There are three options to designate the geographical location of the site. Latitude/Longitude is required information for Ecology's computer data system but if you do not have that information, it will be generated from the other location information. You must complete at least two of the three types of location information:

Section/Township/Range - A legal description of the property to the nearest 40 acre tract.

Latitude/Longitude - Location of the property using the Latitude and Longitude (for this format, degrees, minutes and seconds shall be provided).

Map - Submittal of a U.S. Geological Survey 7.5 minute or 15 minute topographic quadrangle map or facsimile thereof with the property indicated with an "X". Maps published by the U.S. Geological Survey are available at many local libraries, or from sporting goods and map stores.

DIRECTIONS TO SITE: The directions box should briefly describe how to find (drive to) the site from a readily identifiable nearby landmark/location. It should be more than just the name of a town/city.

SECTION V. - APPLICATION TYPE:

Indicate by checking the appropriate box, whether this application is a new permit, a modification of existing permit coverage, or a permit renewal.

NEW PERMIT: Mark this box if the facility does not currently have coverage under the sand and gravel general permit. In addition, indicate by checking the appropriate box:

New Facility or Existing Facility - Any facility that began operation before August 6, 1994 is an existing facility, otherwise it is a new facility.

Active Site or Inactive Site - Applies only to mining operations. An active site is a location where current mining or processing operations or stockpiles associated with current mining or processing operations, are located.

Site Permit - Check this box if the application includes activities that are not part of typical site operation but may be conducted by an operator other than the applicant (other than Permittee). Rock crushing, concrete batch and asphalt batch are activities that might be conducted under the site permit provision (see permit Special Condition S2.F.) Check the box of those activities that are included for coverage as part of the site permit and not part of typical site operation.

PERMIT MODIFICATION: This only applies to facilities that already have coverage under the sand and gravel general permit. Check this box if the application is for a facility process change that may require modification of existing coverage. Fill in the permit number in the blank provided and provide a brief description of the planned changes.

PERMIT RENEWAL: This option only applies to facilities that already have coverage under the sand and gravel general permit and are applying to renew that coverage. Include the permit number in the blank provided. General Condition G18 requires Permittees to reapply for coverage one hundred and eighty (180) days prior to the expiration date of permit coverage. If the original permit included "site permit" provisions and they are to be renewed, check the appropriate boxes:

Site Permit - Your current permit includes activities that are not part of typical site operation but may be conducted at the site by an operator other than you. Rock crushing, concrete batch and asphalt batch are activities that might be conducted under the site permit provision (see permit Special Condition S2.F.) Check the box of those activities that are included for coverage as part of the site permit and not part of typical site operation.

SECTION VI. - FACILITY INFORMATION:

INDUSTRIAL ACTIVITIES: Indicate by checking the appropriate box(es) all the activities take place at the site. Include activities that may take place under a site permit and activities that are planned to take place at the site.

SIC CODES: Indicate by checking the appropriate box(es) the SIC codes of all current or planned activities at the site. In the blank to the right of each SIC code that

you check, indicate if the activity is “C” current or “P” planned. Planned includes SIC codes for activities that may be conducted under “site permit” provisions (Special Condition S2.F.). SIC codes applicable for coverage under the sand and gravel general permit are:

- 0811 Timber Tracts (sand and gravel point source activities)
- 1411 Dimension Stone
- 1422 Crushed and Broken Limestone
- 1423 Crushed and Broken Granite
- 1429 Crushed and Broken Stone, Not Elsewhere Classified
- 1442 Construction Sand and Gravel
- 1446 Industrial Sand
- 1455 Kaolin and Ball Clay
- 1459 Clay, Ceramic, and Refractory Minerals, Not Otherwise Classified
- 1499 Miscellaneous Nonmetallic Minerals, Except Fuels
- 2411 Logging (sand and gravel point source activities)
- 2951 Asphalt Paving Mixtures and Blocks
- 3273 Ready-Mixed Concrete

SEPA INFORMATION: Permit coverage can not be issued to a new facility or modified for an existing facility unless applicable SEPA requirements have been satisfied. If you marked the “new facility” box or “modification” box in Section V, you must answer these questions. If the application is for an “existing facility” or a “permit renewal”, you can skip this part.

AQUIFER INFORMATION: Indicate by checking the appropriate box, if any of these aquifer designations apply to your site. *Critical Aquifer Recharge Area* is an area that is determined to have a critical recharging effect on an aquifer used as a source for potable water. They are designated by the local jurisdiction. *Wellhead protection area* means the surface and subsurface area surrounding a well or well field that supplies a public water system. The location of wellhead protection areas is available from your local government planning agency and the water system operator in your area. *Sole source aquifer* means an area designated by the US Environmental Protection Agency (EPA) under the Safe Drinking Water Act of 1974. You can get this information from the EPA Region 10 office or from your Ecology permit manager.

SECTION VII. - REGULATORY STATUS:

This section requests information on any existing permits for the facility, including NPDES, State Waste Discharge, Department of Natural Resources, City, County, and Air permits. Check only those that apply. In Washington, air emission permits are issued by local agencies or Ecology. Air permits can be referred to by various names such as "permit", "order", or "Notice of Construction". For new facilities, if a specified permit has not been issued but application has been made, note as "Permit Pending" in the space for the permit number.

SECTION VIII. - WATER MANAGEMENT ON THIS SITE:

This section asks questions about the nature and disposal of wastewater. Wastewater includes stormwater and mine dewatering water as well as process water.

CHECK BOX: Check this box only if you have no process water, no mine dewatering water, and stormwater percolates direct to ground and does not flow or collect. If you check this box, no more is required for this section; move on to Section IX and skip the rest of the instructions for Section VIII.

SKETCH MAP: You must include, on a separate sheet of paper, a map that identifies each point of discharge. The map should also identify major site features such as active mining, stockpiles, maintenance shop, processing areas, and nearby surface water bodies. (Note: This sketch map can be the basis for the site map required by Special Condition S9.B.)

SURFACE WATER DISCHARGE: If you discharge to surface water, Ecology requires additional information about the amount of discharge versus the amount of receiving water. This is necessary to address the issue of dilution.

- ◆ Provide an estimate of the flow of the receiving water and discharge. Flow can be in gallons/minute or cubic feet per second or you can provide the width, depth and velocity of the water.
- ◆ Flow of the receiving water should coincide with flow of discharge. Typically that will be the minimum flow of the receiving water when discharge of process water or stormwater is at a maximum. The point is to describe the maximum effect your discharge will have on the receiving water. If you are discharging to a wetland or lake/pond, describe the receiving water body and provide an estimate of dimensions.

IDENTIFY EACH DISCHARGE POINT: Each discharge point refers to each point where samples will be taken to comply with permit monitoring requirements. The permit requires you to identify each monitoring point with a unique identifier (name). You can use any naming convention you like as long as each monitoring point has a different name. You will use the same name(s) when reporting monitoring results to Ecology. If you have more than two (2) monitoring points, copy this page as necessary to describe all monitoring points.

Monitoring Plan - Indicate if you have completed your monitoring plan by checking the appropriate box. Monitoring plan requirements are found in the permit under Special Condition S5.

Discharge Information - Mark all boxes that apply to the discharge.

Process Water means any water that comes into direct contact or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. The term shall also mean any waste water used in the slurry transport of mined material, air emissions control, or processing exclusive of mining.

Mine Dewatering Water means any water that is impounded or that collects in the mine and is pumped, drained, or otherwise removed from the mine through the efforts of the mine operator. This term shall also include wet pit overflows caused solely by direct rainfall and ground water seepage. However, if a mine is used for treatment of process generated waste water, discharges of commingled water from the mine shall be deemed discharges of process generated water.

Stormwater means rainfall and snowmelt runoff.

Receiving Water Information - Indicate whether the discharge goes to a drain system, ground, or surface water.

Storm Drain System is any stormwater collection and delivery system operated by a separate entity such as a municipality, flood control district, utility or private entity (e.g. industrial park). Provide the name of the storm drain system.

Ground Water discharges are any discharges to ground, including direct or indirect discharges to ground water. Discharges to dry wells, drainfields, unlined truck washout areas, infiltration basins or unlined lagoons are included in this category. Indicate the nature of the discharge by checking the appropriate box.

Surface Water discharges include discharges from the site which flow directly to surface waters of the state. This includes discharges to rivers, lakes, creeks, ditches, wetlands, estuaries, saltwater or other surface water bodies. Provide the name of the receiving water. If water is initially discharged to an unnamed receiving water before entering a named receiving water, include the named receiving water, i.e., "Unnamed ditch to Big Creek". For "Tributary To", provide the name of the next major water body down stream from the receiving water. If there is none, indicate so.

SECTION IX. - BMPs EMPLOYED TO REDUCE POLLUTANTS IN STORMWATER OR PROCESS WATER DISCHARGES:

Best management practices (BMPs) are critical to compliance with permit conditions. This section provides a quick inventory of the BMPs at your facility. Mark all that apply. For each listed BMP, place the letter "S" if the BMP is applied to stormwater, the letter "P" if the BMP is applied to process water, and the letter "B" if applied to both storm water and process water. Management BMPs (b.) include a pollution prevention committee, good housekeeping, preventive maintenance, employee training, inspections, and record keeping.

Indicate the status of your Stormwater Pollution Prevention Plan, Erosion and Sediment Control Plan, and Spill Plan by checking the appropriate box.

SECTION X. - OPERATIONS AND PRODUCT(S) MINED OR PRODUCED EACH YEAR:

Indicate whether the facility operates on a year round basis by checking the appropriate box. If you mark "no", circle the months of the year during which the facility conducts operations, including any partial months or if some other operating schedule is used, describe it.

In the spaces provided, indicate the quantity of each product mined or produced on an annual basis using the codes provided below. Select the appropriate table and use the column on the left to determine the range of annual production in cubic yards or tons for each product mined or produced at the facility. Read the corresponding code in the column on the right. For existing facilities, use the average production for the previous three years. If less than three years of production history are available, use an average for the actual number of years of production. New facilities use an estimated rate of production.

Mined Products - Sand, Sand & Gravel, Quarry Rock, Clay, Other	
Quantity In Tons Per Year	Code
Less than 50,000	MA
50,000 to less than 100,000	MB
100,000 to less than 200,000	MC
200,000 to less than 350,000	MD
350,000 to less than 500,000	ME
500,000 to less than 650,000	MF
650,000 or greater	MG

Concrete Production	
Cubic Yards Per Year	Code
Less than 25,000	CA
25,000 to less than 50,000	CB
50,000 to less than 100,000	CC
100,000 to less than 150,000	CD
150,000 to less than 200,000	CE
200,000 to less than 250,000	CF
250,000 or greater	CG

Asphalt Production	
Tons Per Year	Code
Less than 50,000	AA
50,000 to less than 100,000	AB
100,000 to less than 150,000	AC
150,000 to less than 200,000	AD
200,000 to less than 250,000	AE
250,000 to less than 300,000	AF
300,000 or greater	AG

SECTION XI. - CERTIFICATION BY PERMITTEE:

This section should be read carefully by the applicant.

A responsible official or authorized representative of the owner shall print or type his or her name for clarity, then sign and date the document on the lines provided.

For a corporation, the application must be signed by a responsible corporate officer or a duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates.

For a partnership, the application must be signed by a general partner.

For a sole proprietorship, the application must be signed by the proprietor.

For a municipal, state or other public agency, the application must be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.

In the case of co-permittees, both the operator/contractor and the owner/representative must sign the application.

Public Notice For New Dischargers:

A Public Notice of Application will be required for all “**new facilities**” and for permit modifications. New facilities are those that began (will begin) operation on or after August 6, 1994. Applications for permit modification will be required to issue a public notice if Ecology determines that the proposed change requires permit modification. Ecology will prepare this Notice, and arrange for its publication at the applicant's expense. It will be published once a week, for two consecutive weeks, in a major newspaper with circulation in the geographic region of the covered discharge. It will contain the following information:

1. A statement that the applicant is seeking coverage under the Washington Department of Ecology General Permit for Process Water and Storm Water Quality Associated with Sand and Gravel Operations, Rock Quarries, and Similar Mining Operations, Including Stockpiles of Mined Materials, Concrete Batch Operations and Hot Mix Asphalt Operations;
2. The name, address, and location of the facility for which coverage under the general permit is requested;
3. The name and address of the applicant(s);
4. A description of the applicant's operations and areas from which process water or storm water discharge will occur;
5. The statement:

"Any person desiring to present their views to the Department of Ecology regarding this application may do so in writing within thirty days of the last date of publication of this notice. Comments shall be submitted to the Department of Ecology. Any person interested in the department's action on this application may notify the department of their interest within thirty days of the last date of publication of this notice."

Fees:

For new permits, Ecology will initiate an annual fee when the applicant is notified of general permit coverage. You will receive notification and a billing statement by mail. Permit fees are set in Ecology's permit fee regulation, Chapter 173-224 WAC. There are provisions for fee reduction for small businesses and extreme hardship. The criteria and process for applying for fee reduction will be included with the fee notification information. If you are applying for a permit modification and the modification results in a change in fee status, you will receive notification by mail. If the application is for renewal of coverage, you will continue to receive billing statements as before. Any questions concerning fees should be directed to the Fee Administrator, (360) 407-6425.

Where To Apply:

Completed applications should be mailed to the appropriate Ecology Regional Office based on the county in which the facility is located:

REGIONAL OFFICE ADDRESS	COUNTY IN WHICH FACILITY IS LOCATED	
Washington State Dept of Ecology Central Regional Office 15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401 Attn: Water Quality Permit Coordinator Phone (509) 454-7869 TDD (509) 454-7673	Benton Chelan Douglas Kittitas	Klickitat Okanogan Yakima
Washington State Dept of Ecology Eastern Regional Office North 4601 Monroe, Suite 202 Spokane, WA 99205-1295 Attn: Water Quality Permit Coordinator Phone (509) 456-6310 TDD (509) 458-2055	Adams Asotin Columbia Ferry Franklin Garfield Grant	Lincoln Pend Oreille Spokane Stevens Walla Walla Whitman
Washington State Dept of Ecology Northwest Regional Office Mail Stop NB-81 3190 160th Avenue Southeast Bellevue, WA 98008-5452 Attn: Water Quality Permit Coordinator Phone (425) 649-7201 TDD (425) 649-4259	Island King Kitsap San Juan	Skagit Snohomish Whatcom
Washington State Dept of Ecology Southwest Regional Office 300 Desmond Drive Post Office Box 47775 Olympia, WA 98504-7775 Attn: Water Quality Permit Coordinator Phone (360) 407-6280 TDD (360) 407-6306	Clallam Clark Cowlitz Grays Harbor Lewis	Mason Pacific Pierce Skamania Wahkiakum

Facilities which are eligible for coverage are described in Special Condition S1. of the general permit. If you are unsure if your facility qualifies for coverage, you should still submit a completed application. Ecology will decide if your facility will be covered.

Special Condition S2.E. of the general permit establishes when permit coverage will begin. In general, Ecology will notify applicants for new permits and permit modifications of their status within 30 days of receiving the application. Permit renewals will typically become effective on the same day the revised permit becomes effective.